



## **Texas Veterans Land Board**

Jerry Patterson, Chairman  
Stephen F. Austin Building  
1700 N. Congress Ave.  
Austin, Texas 78701-1496

P.O. Box 12873  
Austin, Texas 78711-2873  
1-800-252-VETS  
512-463-5060  
Fax: 512-475-1425

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### **Texas State Veterans Cemeteries Policy for Donation of Memorial Plaques and Benches**

- I. Purpose.** The purpose of this document is to establish the policy and procedure for donation of memorial benches and plaques at Texas State Veterans Cemeteries (TSVC).
- II. General.** The Texas Veterans Land Board (TVLB) may accept and administer gifts, grants, or donations as provided under the Texas Natural Resources Code, Section 164.005. Memorial plaques are intended to honor groups of veterans by veteran-related organizations and memorial benches are intended to honor a single veteran by family or friends.
- III. Qualifications.**
  - A. Memorial plaques may be accepted from organizations whose purposes, objectives and teachings, as exemplified by their constitution, by-laws, and activities, are primarily patriotic in nature. The organization must have its outgrowth from an objective to commemorate military service and have thus acquired a distinctive patriotic character and purpose.
    - i. Acceptance of donation of any memorial plaque is discretionary. Organizations officially recognized by the United States Department of Veterans Affairs as chartered or non-chartered Veterans Service Organizations are considered to meet the patriotic character and purpose standard outlined in (A).
    - ii. Organizations not officially recognized by the United States Department of Veterans Affairs as Veterans Service Organizations may petition the Texas Veterans Land Board for consideration of their offer of donation of a memorial plaque by submitting a supplemental application which includes documentation supporting the patriotic character and purpose of the organization demonstrating the primarily patriotic nature of the organization or branch thereof and service to veterans during time of war or hostility. Acceptance of memorial plaques from such organizations is discretionary in nature and considered an exception to the guidelines.
  - B. Memorial plaques will not be accepted from individuals.
  - C. Only one (1) memorial plaque will be accepted from an organization.
  - D. Memorial Benches may be accepted from individuals, but are not normally accepted from formally constituted organizations.
- IV. Design.**
  - A. Memorial Plaques:
    - 1. Character - Memorial plaques shall be artistically designed consistent with the sacred purpose of the cemetery. The purpose of the plaques is to honor military service by groups or organizations as distinguished from individuals and civilian service, however notable and patriotic.
    - 2. Dimensions – To ensure uniformity, the memorial plaque shall be 12 inches in height and 24 inches wide in landscape or horizontal format. The plaques will be incised on a face of a polished granite stone or cast in bronze and affixed to a



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polished granite stone. Texas State Veterans Cemeteries will permit three options for the design of the stone as shown on figures 1-3.

3. **Inscriptions and Mounting** – The inscription must include in the design a clear indication of the commemoration or homage being paid the military group or organization. The identity of the donor organization and date of presentation will be clearly shown. Official emblems of donor organizations may be included in the inscription. The inscription may be cast bronze or incised directly on the stone base or boulder.
4. **Material and workmanship** – The material and workmanship of the plaque, including the mounting, shall be of the highest quality, free of flaws, and imperfections. The memorial plaque shall be cast bronze or incised directly on the granite stone. The stone base shall be made of granite.

### **B. Memorial Benches:**

1. **Memorial benches** shall be artistically designed consistent with the sacred purpose of the cemetery. The purpose of the benches is to honor military service by individuals as distinguished from groups and civilian service, however notable and patriotic.
2. **Dimensions** – To ensure uniformity and consistency with cemetery design memorial benches shall be made of granite using the specific design show on figure 4.
4. The benches shall be 6 feet long by 2 feet wide and have a seat height of 1 foot 10 inches.
3. **Inscriptions** - The top and front surface shall be polished. Inscriptions are permitted to be placed only on the front polished surface.
4. **Material and Workmanship** - The material will be of the highest quality, free of major flaws and imperfections. The memorial bench shall be made of granite.

## **V. Applications.**

Request for placement of a memorial plaque or bench shall be submitted in writing using the forms shown at figure 5 or 6 (as applicable) to the State Veterans Cemetery Program Director, accompanied by the following:

- A. A scale drawing showing the exact inscription and details of the proposed memorial plaque or bench. The materials to be used in the fabrication of the plaque or bench will be clearly shown on the drawing.
- B. For memorial plaques a copy of the donor organizations constitution and by-laws are required.
- C. For memorial benches the donor must submit information on the name, social security number and location of the remains of the honored veteran.

## **VI. Acceptance/Non-Acceptance.**

Donor organizations or individuals will receive acknowledgment of acceptance or non-acceptance from the State Veterans Cemetery Program Director.

## **VII. Placement.**

The final approval for the location of the memorial plaque or bench will be given by the Texas State Cemetery Program Director.

## **VIII. Presentation Ceremonies.**



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After formal acceptance, the sponsoring organization may schedule an appropriate presentation ceremony with the Cemetery Director.

### **IX. Figures.**

Figure 1 – Memorial Plaque, Option 1

Figure 2 – Memorial Plaque, Option 2

Figure 3 – Memorial Plaque, Option 3

Figure 4 – Memorial Bench

Figure 5 – Conditions of Acceptance for Memorial Plaque

Figure 6 – Conditions of Acceptance for Memorial Bench



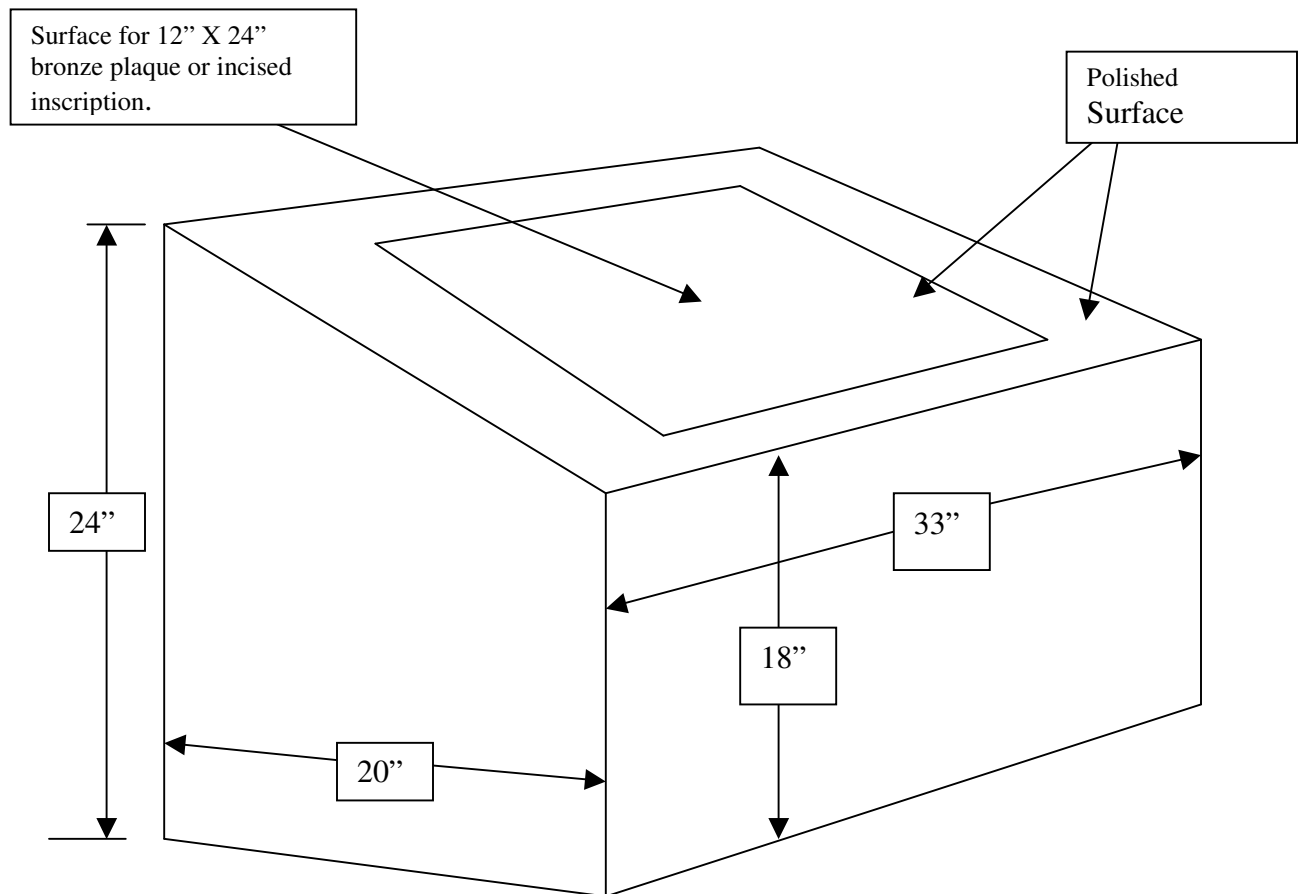
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### Memorial Plaque Design Option 1



The Stone shall be granite. The stone shall be 20' deep by 33' wide. The Memorial Plaque shall be 12' deep by 24' wide by 18' high in the front and 24' high in the rear, with the face being at a slant and polished. The TSVC Program Director must approve the design and inscription before the plaque is ordered.

Figure 1

Date Created Or Revised – 11/1/2004



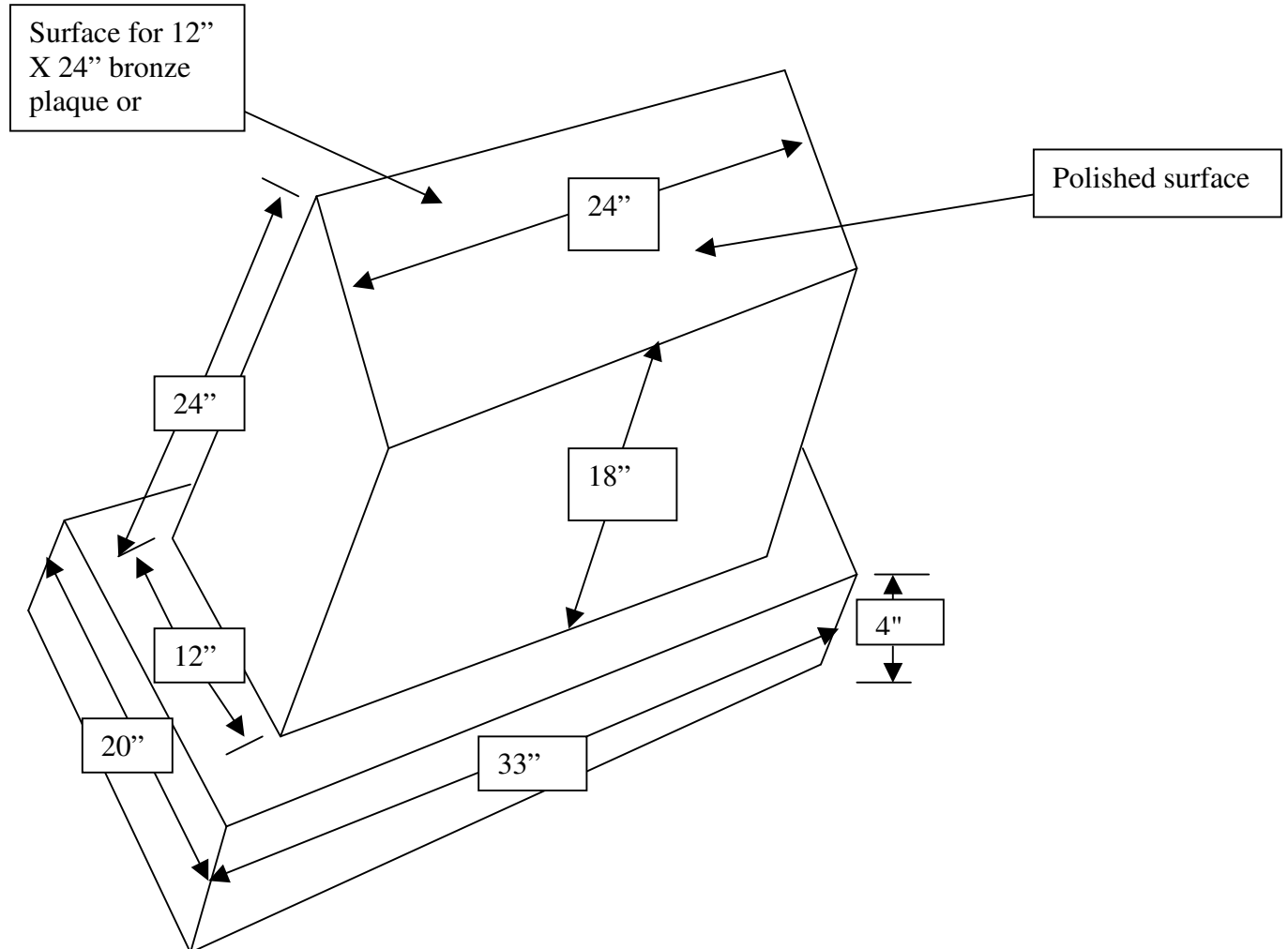
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### Memorial Plaque Option 2



The Stone shall be granite. The base shall be 20" deep by 33" wide by 4" thick. The Memorial Plaque shall be 12" deep by 24" wide by 18" high in the front and 24" high in the rear, with the face being at a slant and polished. The TSVC Program Director must approve the design and inscription before the plaque is ordered.

Figure 2



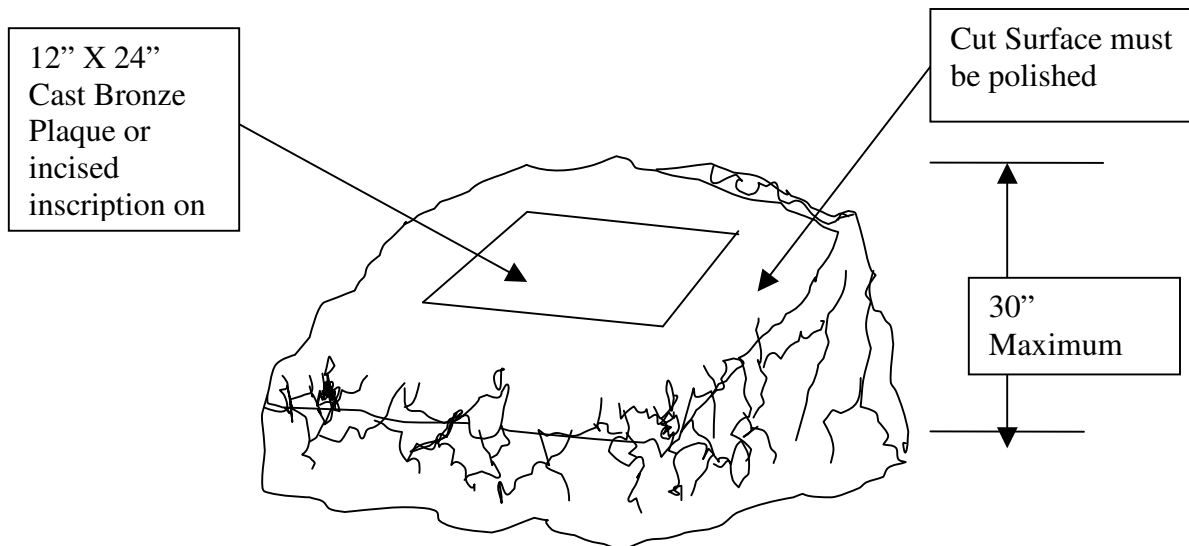
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### Memorial Plaque Option 3 Granite Boulder



Boulder shall be made of granite with surface cut at a slant and the highest point no more than 30 inches in height. The TSVC Program Director must approve the design and inscription before the plaque is ordered.

Figure 3



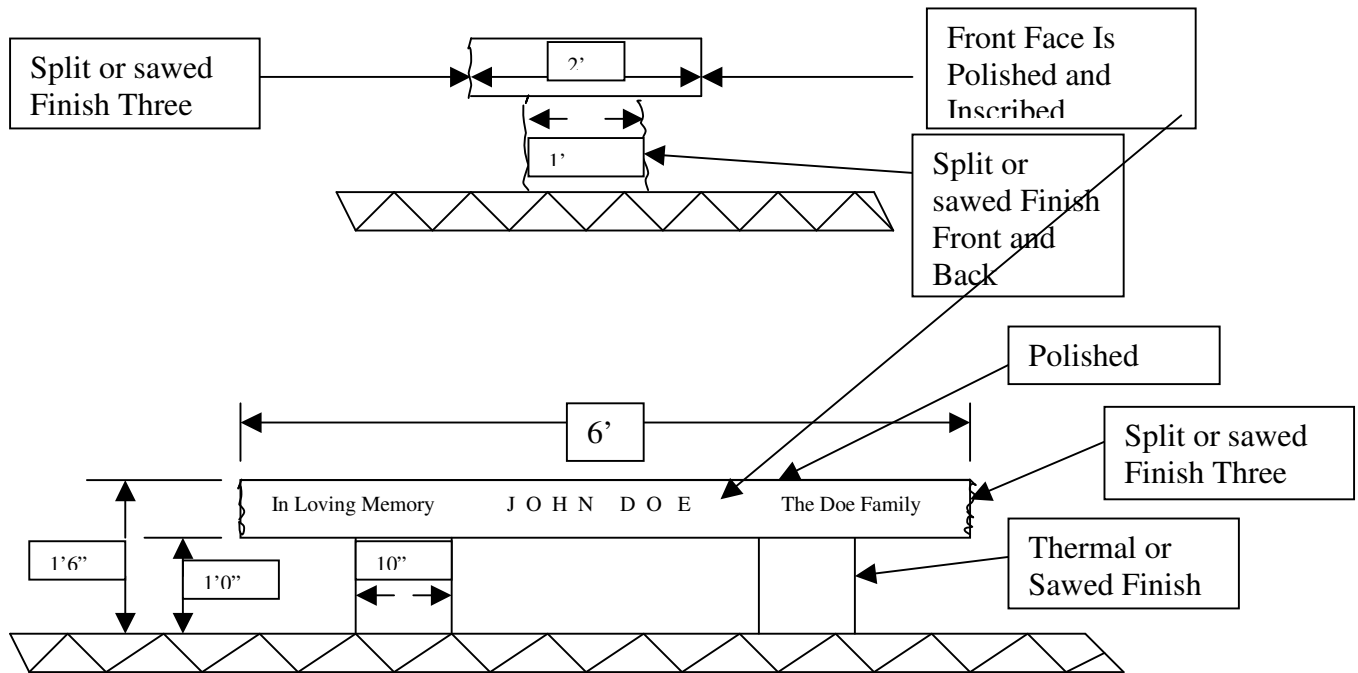
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### Memorial Bench Required Design



The Stone shall be granite. The Bench shall be 6 feet long by 2 feet wide. The top of the seat shall be 1 foot 6 inches from the ground. The top slab shall be 6 inches thick and shall be polished on the top and front surfaces. Inscriptions may be placed on the front surface only. The TSVC Program Director must approve all Inscriptions before the bench is ordered.

Figure 4



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### CONDITONS OF ACCEPTANCE FOR MEMORIAL PLAQUE DONATION

1. Title to the donated memorial plaque passes to, and is vested in, The Texas Veterans Land Board and all control over the future use or disposition of the gift is relinquished by the donor.
2. The donor must be fully responsible for all work and cost in transporting and installing the donated memorial.
3. The donor must be fully responsible for all work and the cost of repairs or replacement of any features disturbed by the installation, including:
  - Trees, shrubs, plants, and grass
  - Walkways
  - Curbs and gutters
  - Street paving
  - Underground service lines
4. All repair or replacement required by installation must restore lines to their original condition.
5. The exact location for placement of the donated memorial plaque must be approved by the Cemetery Program Director.

We agree to the above conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Note: Donor must submit this form along with:

- a. A scale drawing showing the exact inscription and details of the proposed Memorial plaque and support structure. The materials used in the fabrication of the memorial will be clearly shown on the drawing.
- b. A copy of the donor organization's constitution and by-laws.

Figure 5



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### CONDITIONS OF ACCEPTANCE FOR MEMORIAL BENCH DONATION

6. Title to the donated memorial bench passes to, and is vested in, The Texas Veterans Land Board and all control over the future use or disposition of the gift is relinquished by the donor.
7. The donor must be fully responsible for all work and cost in transporting and installing the donated memorial.
8. The exact location for placement of the donated memorial bench must be approved by the Cemetery Program Director.

I agree to the above conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

Note: Donor must submit this form along with:

- b. A scale drawing showing the exact inscription and details of the proposed Memorial and support structure. The materials used in the fabrication of the memorial will be clearly shown on the drawing.
- c. Name of Veteran to be honored and location of remains.
- d. Social Security Number of Veteran.
- e. Dates of Service of Veteran.
- f. A copy of the discharge form of the veteran (usually DD Form 214).

Figure 6